



Township Safety Signage Grant eLearning Modules

No need to attend a pre-grant meeting! You can now learn about the Township Safety Signage Grant through three eLearning modules. The total time needed to complete all three modules is approximately two hours. You can stop and start as your schedule allows. You can also go back to watch the modules again for a refresher.

We recommend watching the modules as soon as possible to get your application filled out correctly and maximize the available federal funding for your Township. Any township applying for a Township Safety Signage Grant **must complete all three modules prior to submitting their grant application.**

Don't wait if your Township is eligible to apply for the grant – get started today!

Steps to complete the modules:

1. Obtain a free "MyODOT" username and password. Instructions on how to get a MyODOT are on the back of this handout.
2. Complete the following three eLearning modules:
 - a. **Grant Training Module 1: Ohio Township Signage Grant Overview**
 - i. Learn about the Township Sign Grant – how your township can benefit and the general grant process.
 - b. **Grant Training Module 2: Determining Your Sign Order**
 - i. Understand what signs are covered by the grant and how to build your sign order based on your Township's safety concerns.
 - c. **Grant Training Module 3: Advisory Speeds and Grant Process Details**
 - i. Learn how to ball bank your curves to determine your advisory speeds and step-by-step details of what to expect during the grant process.

Once the modules are complete, your township can submit your grant application!

How to Obtain a MyODOT Account to Complete the Township Safety Signage Grant eLearning Modules

In order to complete the eLearning modules, you will need to have a MyODOT username and password. MyODOT accounts are specific to a person, so please do not share your username and password with anyone else.

When you request the username and password, it is not an automated process. We have a real person who approves each and every account, so please don't wait until the last minute. We recommend you request your MyODOT username and password as soon as possible.

Once your account is active, make sure to save your MyODOT username and password in a safe place. If you lose your information, your password can be reset, but that is another process and takes more time. Save the information in a safe place so you will have it in the future.

Steps to request a MyODOT Username and Password:

1. From your internet browser, go to the following website:

<https://myodot.dot.state.oh.us/ssl/Main.aspx>



2. In the box in the middle of the page, under "What would you like to do today?" click the "Click here" link next to "I need to request a Basic."

[See image on next page for this step.]



OHIO DEPARTMENT OF TRANSPORTATION

MOVING OHIO INTO A PROSPEROUS NEW WORLD



What is MyODOT

MyODOT is website that allows individuals to request a web account (user ID and password) that allows them to access many systems within ODOT that require login credentials.

The types of MyODOT accounts that may be requested are:

Primary account

A primary account owner is the person who creates the first MyODOT account on behalf of an organization or business and uses that account as their personal account for accessing applications within ODOT. As a Primary account owner for an organization this person can create Secondary accounts for specific applications within ODOT. Primary accounts must be approved by authorized ODOT personnel.

Secondary account

For those organizations that have multiple individuals who need access to ODOT applications, i.e. subcontractors working for a primary contractor, ODOT offers a Secondary account. Secondary accounts are created by designated Primary account owners.

Basic account

Individuals that are neither Primary account owners or Secondary account owners may request a Basic account. This will be their personal account for accessing systems within ODOT. Basic accounts must be approved by authorized ODOT personnel.

What would you like to do today?

I need to request a Primary account. [Click here](#)

I need to create a Secondary account. [Click here](#)

I need to request a Basic. [Click here](#)


3. Next:

- a. Press the down arrow located to the right of the drop-down box
- b. Select LTAP eLearning from the options.
- c. Press the “Next” button located to the right of the dropdown box.

The screenshot displays the Ohio Department of Transportation (ODOT) website interface for creating a MyODOT account. On the left is a sidebar with the following links: Home, Request an Account (highlighted), Forgot Password, Change Password, Manage My Account, Approve Account Request, and a link for 'Need a MyODOT account? Click here'. The main content area is titled 'Request a Basic MyODOT Account - Select Application' and specifies 'For ODOT Application: LTAP eLearning'. It prompts the user to 'Select the ODOT application for which you are requesting this account:'. A dropdown menu is open, showing a list of applications: Certified Payrolls, Civil Rights Labor (DBE), Collector Culvert, Collector OTS, Collector Power Services, GIS Crash Analysis Tool, Highway Safety Improvement Program, LTAP eLearning (highlighted), ODOT EnviroNet, Online PDP, Structure Management System (SMS), and Virtual Warehouse. A 'Next' button is visible to the right of the dropdown.

4. Fill in the following fields: (Failure to completely fill in all fields as listed below may cause your request to be rejected or your completion of the modules to not be credited to your Township).
- a. First Name
 - b. Last Name
 - c. Email Address
 - d. Phone
 - e. Company Name
 - f. Job Title
 - g. Company Street Address
 - h. Company City
 - i. Company State
 - j. Company Zip
 - k. Next, enter the words or numbers that appear in the red ReCaptcha box located below the fields you filled in.
 - l. Press the “Finish” button in the bottom right hand corner of the form.

[See image on next page for this step.]



[Home](#)
[Request an Account](#)
[Forgot Password](#)
[Change Password](#)
[Manage My Account](#)
[Approve Account Request](#)

Need a MyODOT account?
[Click here](#)

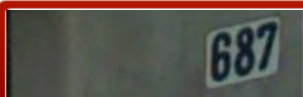
Request a Basic MyODOT Account - Account Information


For ODOT Application: *LTAP eLearning*

Please provide the following information. Fields marked with a * are required, all other fields are optional but recommended.

First Name *	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Phone:	<input type="text"/>
Company Name:	<input type="text"/>
Job Title:	<input type="text"/>
Company Street Address:	<input type="text"/>
Company City:	<input type="text"/>
Company State:	<input type="text" value="(choose)"/>
Company Zip:	<input type="text"/>

In order to complete the processing of your account request, please type the number, word or words that you see in the picture below in the space provided.



[Privacy & Terms](#)

[Previous](#)[Finish](#)

- Once your information is processed and approved you will receive an email with your login information. Make sure to follow the directions in your email to **ACTIVATE** your username and password. Don't skip this step!!! Read your approval email carefully and follow the directions.

How to Register for and Complete the eLearning Modules

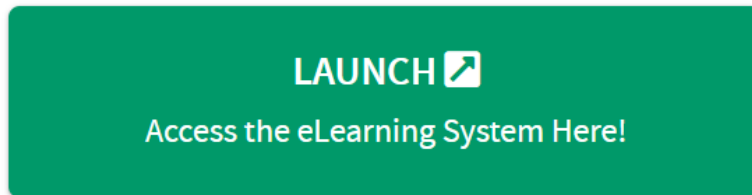
The following steps explain how to register for the three eLearning Modules in the LTAP eLearning system and complete them.

If you encounter issues with these steps, please contact the Ohio LTAP Center at 614-387-7359 or ltap@dot.ohio.gov.

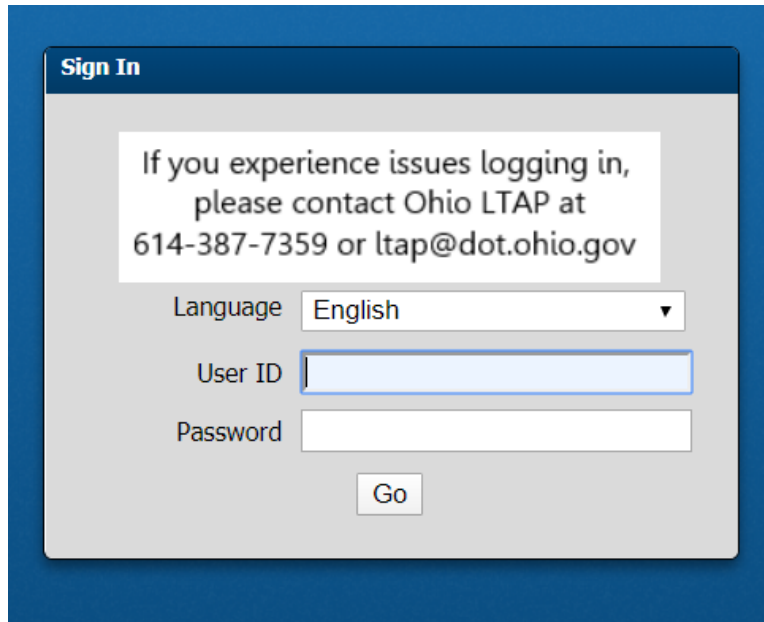
1. Once you have your MyODOT username and password, go to the LTAP eLearning webpage located at:

<https://www.transportation.ohio.gov/programs/ltap/all-events/elearning/elearning#page=1>

2. On the right side of the webpage, click on the image show below to access the online training program:



3. When the login page for the eLearning program opens, enter your MyODOT username and password in the box as shown below and then click the "Go" button.



Sign In

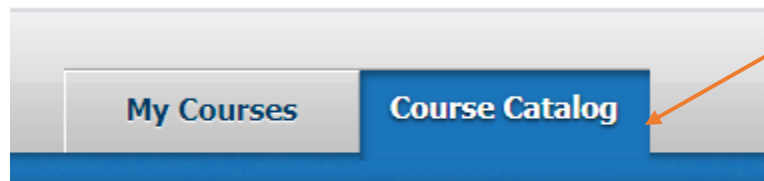
If you experience issues logging in,
please contact Ohio LTAP at
614-387-7359 or ltap@dot.ohio.gov

Language

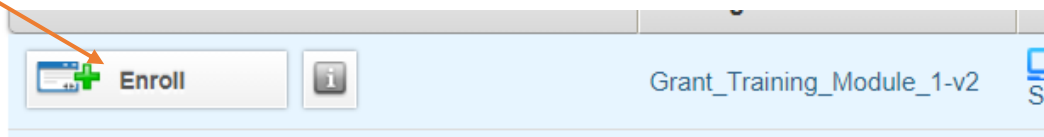
User ID

Password

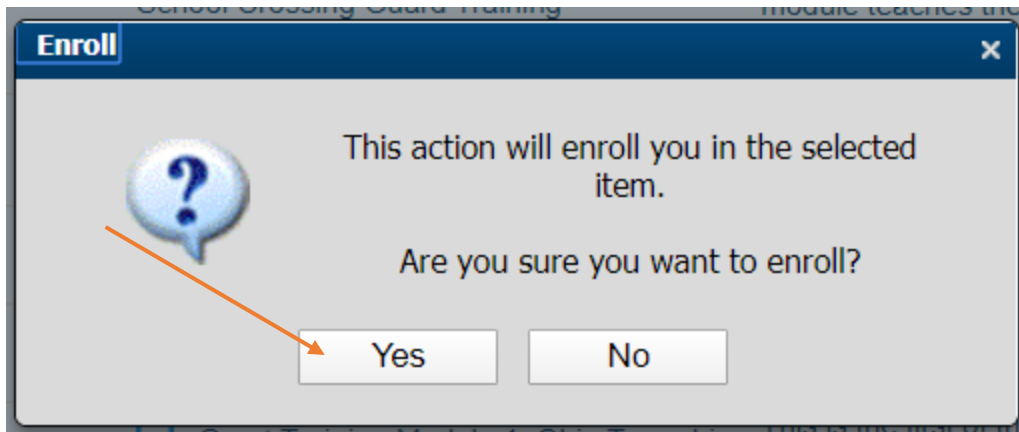
- When the system logs you in, click on the "Course Catalog" tab at the top of the page. (see image below)



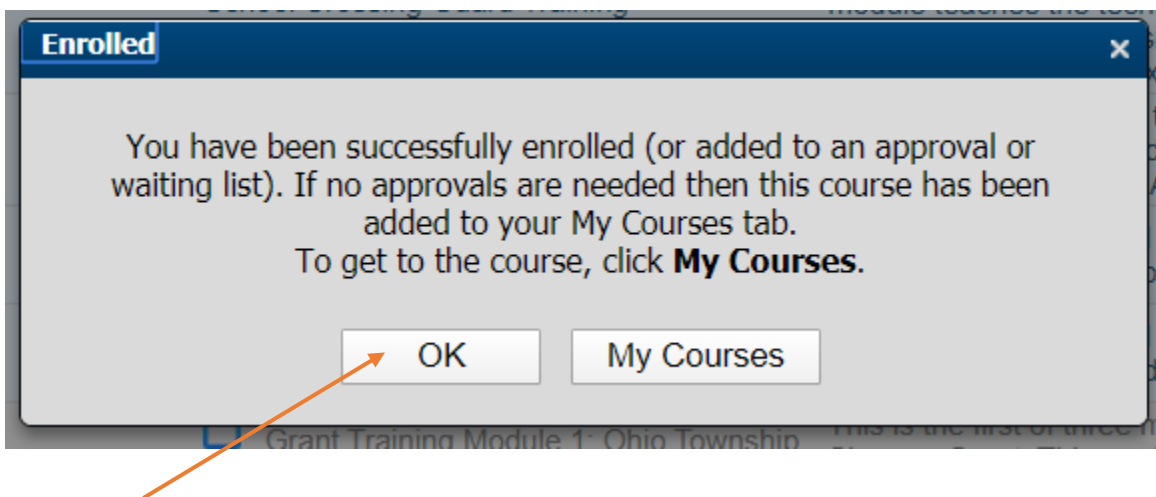
- Then scroll down and find the Grant Module you want to complete. Click the "Enroll" button to the left of the module's name.



- A box will open up on your screen asking you if you want to enroll for the selected item. Click the "Yes" button.




7. Another box will then open on your screen notifying you of your enrollment into the course. It tells you to go to the "My Courses" tab. Click the "OK" button to close this box.



8. After the box closes, scroll back to the top of the page and click on the "My Courses" tab at the top.



9. Then find the module you selected in your list of available courses and click on the arrow image at the left side of the course name to launch your eLearning module.



Grant Training Module 1: Ohio Township Signage Grant Overview	0% <input type="radio"/> Not Attempted	2020-12-18
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10. The course will open in a new screen on your computer. (as shown below) Please follow the instructions in the course to complete the training. If you need to stop and restart, the course will already be in your "My Courses" tab the next time you go to access it.

